

What to look for during a site plan review

This document provides guidance on how to comply with the site plan review requirements in the Minnesota Pollution Control Agency's (MPCA) Small Municipal Separate Storm Sewer Systems (MS4) Permit ([MS4 Permit](#)). The MS4 Permit requires you, the permittee, to perform and document site plan reviews to ensure active and post-construction requirements of your regulatory mechanism (e.g. code, ordinance, law) are met. The MS4 Permit requires your regulatory mechanism to be at least as stringent as the [Construction Stormwater Permit](#).

The items identified below are the minimum that must be evaluated during your site plan review. If you would prefer to conduct a more comprehensive review, please see the MPCA's [SWPPP Checklist](#). For each site plan review, you must document the project name, location, total acreage to be disturbed, owner and operator of the proposed construction activity, and any stormwater related comments used to approve or deny the project. During the site plan review, you must verify that site plans include (an) acceptable:

Best Management Practices (BMPs) to minimize erosion

1. Erosion control BMPs
2. Schedule & effective methods to immediately stabilize soil
3. Energy dissipation at pipe outlets
4. 100 foot buffer from a special or impaired water
5. Schedule to stabilize drainage ditches or swales
6. Plan to route water around unstabilized areas
7. Plan to discharge water from BMPs to vegetated areas

Stabilization schedule must be no less than:

- 14 days for all exposed soils
- 7 days if a discharge point is within one mile of a special or impaired water
- 24 hours for areas within 200 feet of a public water during fish spawning times
- 24 hours for areas of ditches and swales within 200 feet of the property edge or surface water discharge point and 14 days for remainder

BMPs to minimize the discharge of sediment and other pollutants

8. Downgradient perimeter control
9. Storm drain inlet protection
10. Sediment control for temporary soil stockpiles
11. Vehicle tracking BMPs
12. Temporary sedimentation basins, if applicable
13. 50 foot buffer maintained adjacent to surface waters or redundant sediment controls
14. Plan for using polymers or flocculants if conventional erosion and sediment controls cannot be used:
 - a. Chemicals must be appropriate for the soil type
 - b. Chemicals must be used and dosed correctly

Site inspections and rainfall records

15. Schedule for inspecting & recording inspections
16. Documentation of inspections, including:
 - a. Date and time of inspection
 - b. Inspector name
 - c. Inspection findings and corrective actions
 - d. Recent rainfall events of 0.5 inches in 24 hours
 - e. Observed discharge and discharge points
 - f. Proposed amendments to the site plan

Inspection schedule must be no less than:

- Every 7 days during active construction
- Within 24 hours after a 1/2 inch rain event
- If work is suspended due to frozen ground, inspections must begin within 24 hours after runoff occurs or construction starts
- For parts of the site with permanent cover but work is ongoing elsewhere, inspections can be once per month
- If the entire site has permanent cover and there is no active construction, inspections can be once per month for twelve months

BMPs for dewatering activities

17. Plan to discharge sediment-laden water to a sedimentation basin
18. Plan for dewatering to prevent:
 - a. Discharge of sediment laden water
 - b. Erosion and downstream impacts

BMP maintenance

19. Schedule and procedure to repair and replace adjusted and non-functioning BMPs or perimeter control devices when sediment reaches half the device height
20. Schedule to inspect surface waters and streets
21. Schedule and procedure to maintain sediment basins
22. Procedure to remove tracked sediment
23. Schedule to inspect infiltration areas

BMP maintenance schedule must be no less than:

- End of next business day for nonfunctioning BMPs
- End of next business day or as soon as conditions allow for nonfunctioning perimeter control
- 72 hours or as soon as conditions allow for draining sedimentation basins
- 24 hours for tracked sediment
- 7 days for removing deltas and sediment from surface water and restabilization

Management of solid and hazardous waste

24. Cover on building products, pesticides, herbicides, insecticides, fertilizers, chemicals, and landscape materials
25. Defined limited area for vehicle washing, fueling, and maintenance and a plan to contain washing runoff
26. Plan for properly storing and disposing of waste
27. Securing portable toilets
28. Process for containing washout wastes
29. Prohibition of engine degreasing onsite

Washout operations specifications:

- Washout wastes must not contact the ground
- Washout operations must not result in runoff

Final stabilization when construction is complete

30. Process for stabilizing soils with 70% perennial cover and ditches with permanent cover
31. Process for cleaning sediment basins and conveyance systems of accumulated sediment
32. Removal of temporary erosion & sediment control BMPs
33. For residential construction: plan to complete temporary erosion protection and downgradient perimeter control before the property is sold
34. For construction on agricultural land: the land must be returned to its preconstruction use

Use of temporary sediment basins, if applicable

35. Use of temporary sediment basin if 10 or more acres of disturbed soil drain to one place, or five acres if the discharge point is within one mile of a special or impaired water
36. Documented live storage volume from each acre drained
37. Design that:

- a. Allows for complete basin drawdown
- b. Has a stabilized emergency overflow
- c. Withdraws water from the surface
- d. Is outside of surface waters
- e. Avoids draining to wetlands
- f. Includes energy dissipation for the basin outlet
- g. Prevents short-circuiting & floating debris discharge
- h. Is operational before construction starts

Temporary sediment basin live storage:

- If the live storage volume is calculated, it must accommodate a 2-year, 24 hour flood event, but cannot be less than 1,800 cubic feet
- If live storage is not calculated, then the basin must accommodate 3,600 cubic feet of live storage

Post-construction stormwater management

38. Preference for Green Infrastructure techniques
39. No net increase (new development) or net decrease (redevelopment) in:
 - a. Stormwater discharge volume
 - b. Total suspended solids
 - c. Total phosphorus
40. Reason infiltration is not allowed, if applicable, and alternative treatment system

Infiltration prohibitions and limitations:

- Infiltration is prohibited where: industrial facilities cannot under an NPDES Industrial Stormwater permit, vehicle fueling/maintenance occurs, there is less than three feet between the infiltration device and bedrock/seasonably saturated soils, and high levels of contaminants will be mobilized
- Infiltration is limited within: clay soils, 1,000 feet upgradient or 100 feet downgradient of active karsts, a Drinking Water Supply Management Area, or areas with infiltration rates of >8.3 inches/hour